

Application to Rent Semi-Private Studio Space at LCAC

DESCRIPTION

London Clay Art Centre (LCAC) offers clay artists an opportunity to rent dedicated semi-private studio space at the Centre. Successful applicants are chosen based on the priority considerations listed below and must become members of The London Potters Guild (LPG) prior to officially occupying the space.

Typically, a minimum commitment of 12 months is required.* Contracts begin on September 1 and end August 31. LCAC management acknowledges extenuating life circumstances and will grant an opt-out provided the renter gives at least two (2) months written notice to the Executive Director or Administrator. Renters must re-apply within two months of the end of their contract period.

Depending upon demand, **individuals may rent for a maximum of six consecutive years.** Therefore, during year five if the number of qualified and interested clay artists exceeds supply of rental spaces, individuals who have rented the previous five years must make arrangements for space elsewhere allowing opportunity for new individuals to benefit from the space after their sixth year. Individuals who have previously rented will be eligible to re-apply after a one-year hiatus.

A limited number of spaces in various sizes are available on both floors at LCAC. The monthly rate is based on square footage. Please check with LCAC's Administrator for current rental rates.

**this contract covers the period from (April 1) or May 1, 2021 to August 31, 2021. It is possible to renew the contract for the following 12-month period from September 1, 2021 to August 31, 2022. Please submit your expression of interest for a continuation at least two months before August 31, 2021.*

DIMENSIONS AND MONTHLY RATES

Rental spaces are semi-private and self-contained within a structure provided by LCAC. They include an electrical outlet and, upon request, a standard plastic shelving unit. Typically, the spaces are not furnished and renters must provide all additional shelving, tables, wheel, and tools necessary to carry out their work. In some circumstances, former renters left good-quality shelving units and worktables, in which case the new renting artists must agree to accept the studio space including the furnishing provided.

Up to a maximum of two (2) artists may share a rental space. Both are required to complete the following application form and indicate that the individuals named on the application will share the space.

RESTRICTIONS

- Renting Studio Artists must provide their own potter's wheel. Renting Studio Artists must not regularly use wheels provided for other LCAC studio users and students, but will have access to all other pieces of studio equipment. There may be periodic or infrequent use of wheels in

the studio, for short amounts of time, ie. a few hours every month if necessary. LCAC may have wheels for rent. Please inquire.

- Rental spaces must not be used exclusively as storage space. They must be used as working studio spaces for the creation of clay art pieces.
- To avoid unnecessary damage to the walls do not use tape (packing, duct, Scotch, masking, etc.) to affix things to the corrugated plastic walls, either interior or exterior. Do not hammer nails or insert screws into the wood frames. The use of sticky tack is acceptable.
- For health and safety reasons, do not stack anything higher than 12 inches above the walls of the rental space.

PRIORITY CONSIDERATIONS WHEN CHOOSING STUDIO ARTISTS

LCAC has a limited number of rental spaces available for artists. Given that part of our mission is to foster professional clay artists, and depending upon the demand for spaces, LCAC management reserves the right to make selections based on the priority considerations listed below and to annually make changes in the allocation of Renting Studio Artist spaces to meet the changing needs of the facility.

1. Recent art school graduates;
2. Artists who intend to pursue pottery as a profession;
3. Long-standing members who have consistently participated in and contributed to the LPG;
4. Artists who have shorter-term involvement with the LPG.

HOW TO APPLY

- A. Fill out the application form at the end of this document and return it either in hard copy or via email to Cheryl Radford, LCAC's Administrator, at cheryl@londonclayartcentre.org or by mailing it to: London Clay Art Centre, 664 Dundas Street, London ON N5W 2Y8
- B. Provide a one (1) to two (2) paragraph statement of intent or need that outlines why you would like to rent studio space at LCAC.*
- C. Provide a minimum of two (2) letters of reference from sources other than family to support your ability to commit and participate in a communal culture.
- D. Minimum of three (3), but up to five (5), photos or arrange to show real examples of your work.

* At their discretion, and as an integral part of the selection process, the selection committee may interview individuals who are not well-known to the organization.

IF SELECTED

- You will be asked to provide information to LCAC's Administrator to facilitate automatic monthly withdrawals (AFT) of rent or pay by Credit/Debit Card, 6 months at a time, September (for Sep to Feb) and March (for March to Aug).

LONDON CLAY ART CENTRE PROVIDES (RENTAL FEE INCLUDES)

- Semi-private space demarcated by corrugated plastic walls;
- Utilities – hydro, water;
- One standard plastic shelving unit, upon request;

- Access to major pieces of equipment such as slab roller, extruder, kilns (see KILN USE below for details about firing);
- Access to the glaze kitchen (see GLAZES for more information);
- Access to the kitchen space at the south end of both floors of the building.

STUDIO ARTIST PROVIDES

- Additional shelving units to fit within the allotted space, as required;
- Potter's wheel (if applicable);
- All tools, batts, extra table, etc.;
- Wedging table if using clay other than white, cone 6 stoneware or porcelain;
- Clay, specialty underglazes, specialty glazes;
- Any materials and tools not typically offered at LCAC.

TERMS OF CONTRACT

- Must become a member of the LPG;
- Minimum 12-month rental commitment required, based on September 1 membership year* (see note above re: term of this rental agreement). Renewable for one (1) year at a time up to a maximum of six (6) consecutive years;
- If a Renting Studio Artist wishes to break the contract he/she must give at least two (2) months notice and pay the monthly fees in order to give LCAC staff ample time to find a replacement artist and not lose revenue;
- If the LCAC management wishes to evict an artist, it must give at least 2 months advance notice in order to give the Renting Studio Artist ample time to find alternate arrangements.

CAUSES FOR EVICTION

1. Non-payment of rent.
2. Non-compliance with standards of studio hygiene. See below.
3. Non-payment of firing and supplies.
4. Behaviour not in compliance with LPG Code of Conduct – see Operational Policy Manual.

CONDITIONS

- 1-year contracts beginning on September 1 with the possibility of renewal;* (see rental period for this contract)
- At the discretion of LCAC's Executive Director, contracts may be renewable up to a maximum of six (6) consecutive years;
- Artists must be an LPG member in-good-standing and renew his/her membership annually;
- LCAC's Studio Coordinator & Technician and Executive Director will monitor renting artist spaces for compliance with studio hygiene standards. Upon failure to maintain a clean studio space, the artists will first receive a verbal reminder to clean their space using a damp cleaning method. The second offence will trigger a written warning. Upon the third offence, an artist will be asked to vacate the space within one week of the third infraction.
- Studio artists commit to regularly cleaning and maintaining their studio spaces in compliance with LPG/LCAC's Silica Exposure Policy (see Operating Policies & Procedures Manual);

- Any or all contracts may be revoked, with due notice, at the discretion of LCAC management.
- LCAC will monitor the demand for rental spaces and determine how to proceed.

TIME COMMITMENT

LCAC asks that Renting Studio Artists contribute to the smooth and efficient running of the open (first floor) and teaching studios (second floor) beyond the walls of their own studios. While this contribution is not mandatory, it represents an opportunity to:

- learn new technical skills;
- help keep rental fees low;
- help us stay on top of the myriad tasks associated with operating a large ceramic art facility such as reclaiming clay, loading kilns, mixing glazes, fixing equipment, cleaning sink traps;

Hours and tasks will be coordinated in consultation with LCAC's Studio Coordinator & Technician.

Clay:

Clay purchased from LCAC will be charged at the same price paid by regular studio members which covers the cost of firing and glazes.

Clay purchased privately can be fired in LCAC's kilns, provided it is consistent with our firing temperatures, and will be charged at the current rates.

Kiln Use:

Renting Studio Artists who use LCAC clay may rent, based on availability, an entire kiln to fire their pieces, or load their work to fire communally with the rest of the studio members' work. If the kiln is fired communally, no more than $\frac{1}{4}$ of the load can be the work of a Renting Studio Artist.

Glazes:

Renting Studio Artists may use the glazes provided at LCAC under the same conditions as regular studio-users - included in cost of clay purchased at LCAC.

Private glazes may be used by Renting Studio Artists but must be stored in her/his own space. Use of glaze materials from LCAC supplies must be purchased at the posted rates.

Please fill out the application below.



London Clay Art Centre
664 Dundas Street
London, ON. N5W 2Y8
Tel: 519-434-1664
www.londonclayartcentre.org

Application to Rent Studio Artist Space at LCAC

Applications are due to Cheryl Radford, LCAC Administrator
at cheryl@londonclayartcentre.org or by mailing to:

London Clay Art Centre
664 Dundas Street
London ON
N5W 2Y8

Please provide all of the following information:

Name:

Contact Information

Phone:

Email:

Rental Term:

*this rental term starts April 1 (or May 1) and may be renewed on September 1

Size and location of studio

Approx. 60 square feet for \$175 (per month) on the second floor

Clay/Ceramics Education:(college/university)

Specialty or Style of Clay Work:

Website link (if any)

Are you currently a member of The London Potters Guild?

Circle YES or NO and specify number of years _____

Describe any teaching experience you may have had:

Participation (e.g. serving on LCAC committees, LPG Board participation, coordinator on an event(s), outreach, etc.)

You may use a separate sheet for the following:

Statement of intent or need (read description above under HOW TO APPLY)

Letters of Reference (minimum of 2 letters of reference from sources other than family to support your ability to commit and participate in a communal culture)

3-5 photos of your work (real examples can be provided to the selection committee)